



USAID | BENIN

FROM THE AMERICAN PEOPLE

April 26, 2007

SUBJECT: Solicitation N° 680-07-012
Dispatching and transmission services for USAID/Benin's Mail.

Date of Publication: May 08, 2007
Closing date: May 22, 2007
Closing time: 4:30 PM

USAID/BENIN is an equal opportunity employer. We encourage all qualified candidates to apply. Persons with disabilities will be assisted and receive reasonable accommodation.

SECTION A – DESCRIPTION/STATEMENT OF WORK

A.1. PURPOSE

The purpose of this solicitation is to procure mail dispatching and transmission services for USAID Benin mail, within Benin, Lomé (Togo) and Nigeria. The contractor shall provide the services requested under the terms and conditions as stated in the statement of work below:

A.2. STATEMENT OF WORK

A.2.1. Services

The Contractor shall perform the proper dispatching and transmission of mail and packages originating from the USAID mission within Benin, to Lomé (Togo), and Nigeria. The contractor shall come to USAID/Bénin office twice every working day (on agreed hours) to get mail to be distributed. However, in case of emergency, the Contractor shall carry out this task after those indicated hours within the timeframe indicated by the "Authorized Individual". The steps of the service may be detailed as follow:

- Collect correspondences/mails/packages on the basis of agreed upon timeframe;
- Organize and assure the dispatching before the end of the day for mail inside of Cotonou and in a reasonable delay outside Cotonou or outside Benin (the contractor may wish to provide details on proposed delivery schedules in his proposal);
- Ensure the non disclosure of mails received until delivery;
- Provide proof of delivery as soon as possible

A.2.2. Responsibilities

- The Contractor shall submit to USAID/Benin a certification of receipt indicating date and hour of delivery as well as names of senders and receivers.

- The Contractor shall be held responsible for non-respect of delivery time, violation of confidentiality, loss and/or deterioration of mail received for delivery.
- The Contractor understands that the mail to be distributed is sensitive in nature and may not be disclosed and that disclosure of subject material may result in the Contractor not being paid for services rendered.
- The contractor shall also comply with all pertinent provisions of distribution services laws and regulations in Republic of Benin, including but not necessarily limited to, obtaining all necessary required documents.
- In return for providing mail dispatching and transmission services to USAID/Benin, USAID/Benin agrees to reimburse the Contractor at the fixed rates that will be determined.

A.3. CONTRACT ADMINISTRATION

A.3.1. Cognizant Technical Officer

The Cognizant Technical Officer (CTO) for this solicitation is the C&R Supervisor or his/her designee. He/she is the Authorized Representative of the Contracting Officer, authorized to place order for these mail delivery services. Any services delivered by the Contractor which have not been so authorized by the Authorized Individual is not reimbursable under the contract and is the responsibility of the Contractor.

A.3.2. Technical Directions

The Contractor shall perform the task described above under the technical direction of the C&R Supervisor or his/her designee. As used herein, "Technical Directions" are directions to the contractor which fill in details, suggest possible lines of inquiry, or otherwise complete the general statement of work. "Technical Directions" must be within the terms of the contract, shall not change or modify the terms in any way, and shall not constitute changes, which may only be accomplished by the Contracting officer.

A.3.3. Inconsistency between English version and translation of contract

In accordance with FAR 52.225-14, in the event of inconsistency between any terms of the contract and any translation into another language, the English language meaning shall control.

A.3.4 Performance Period

The performance period is expected to be three years (three years base period with two year-options) as specified below:

Three years base period:	June 18, 2007 through June17, 2010
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First year Option: June 18, 2010 through June 17, 2011
Second Year Option: June 18, 2011 through June 17, 2012

SECTION B – SUBMISSION/PROPOSAL REQUIREMENTS

B.1. SUBMISSION

Proposals should be sent to the following address no later than May 22, 2007 at 4:30 PM:

USAID/BENIN/Procurement Office
Rue Caporal Anani Bernard
01 B.P. 2012
Tel. 21-30-05-00
“SOLICITATION N°. 680-07-012”

B.2. PROPOSAL REQUIREMENT

Prospective offerors shall submit two proposals: one technical and one financial. Proposals, which can be submitted in French or English, should be composed of:

- B.2.1.** A technical proposal (in 5 copies) that should address how the offeror intends to carry out the tasks contained in the Statement of Work in Section A. It should also specifically address each of the evaluation criteria in Section C and will be reviewed accordingly.
- B.2.2.** A financial proposal (one copy) that provides detailed line items for the base period (2007-2010), the Option Year I (2010-2011) and the Option Year 2 (2011-2012).

B.3. COMPANY BACKGROUND

Offeror should provide a brief company description, history, and financial status. In addition, Offeror should submit the following information:

- B.3.1.** Name: The name under which the offeror is licensed to do business.
- B.3.2.** Name of officials: Names, titles, and telephone numbers of local officers or representatives of the offeror.
- B.3.3.** Address: The address of the offeror's office.
- B.3.4.** Years of Service Experience: The number of years the offeror has actively participated in mail delivery service in Benin or other West African regions.
- B.3.5.** Size of Staff: The number of offeror employees: internationally, nationally, and locally. Information must include the total number of employees; in particular, the number

of support staff presently supporting similar service, their qualifications and length of service.

B.3.6. Customer List: Names, address, and telephone numbers of customers' top-level management persons to whom the offeror provides the same/similar services as quoted in this document. References may be contacted to describe their experience with the bidder.

B.3.7. Warranties: Description of warranties available from or through the offeror.

B.3.8. Other: Other general information, as determined by the offeror to be of importance in evaluating the offeror proposal.

SECTION C - SELECTION CRITERIA

The Contractor who will be selected should have expertise and several years experience in mail delivery services.

C.1. TECHNICAL EVALUATION CRITERIA:

Following are the technical criteria:

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| 1. A minimum of three years experience related to mail delivery services | 40% |
| 2. Adequate delivery and/or tracking system with receipt certification which indicates the date and hour of delivery as well as names of senders and receivers | 35% |
| 3. Dispositions established to avoid non-respect of delivery time, violation of confidentiality, loss and/or deterioration of mail received for delivery | 25% |

C.2. FINANCIAL EVALUATION/BEST VALUE:

USAID will evaluate cost proposals on the basis of demonstrated cost realism and measures for cost containment. Price has not been assigned a numerical weight. Offerors are reminded that the Government is not obligated to award the contract on the basis of the lowest proposed cost or to the offeror with the highest technical evaluation score. Therefore, after the final evaluation of the proposals, the Contracting Officer will make the award to the offeror whose proposal offers the best value to the Government, considering both technical and cost factors.



Rosalind Sika
Contracting Officer